



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

December 6, 2011

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Mark Ridley-Thomas
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

CHIEF EXECUTIVE OFFICE REQUEST TO APPOINT MS. GEORGIA MATTERA TO THE POSITION OF SENIOR ASSISTANT, CHIEF EXECUTIVE OFFICER (UC)

Consistent with the Board-approved policy on management appointments, this office requests approval to appoint Georgia Mattera to the vacant and budgeted position of Senior Assistant, Chief Executive Officer ("CEO") at an annual salary of \$191,000, which is the entry-level salary for this position, and significantly below the control point of the designated salary range in the Management Appraisal and Performance Plan Tier 1 Salary Structure. Ms. Mattera's salary is warranted based on her extensive experience, technical expertise, and the role and responsibilities she will be assuming in this position.

The position of Senior Assistant, Chief Executive Officer, replaces the incumbent position of Deputy, Chief Executive Officer (DCEO). Unlike the DCEO, the Senior Assistant, CEO position is not an "L" item, which is normally reserved for Department Heads. The Senior Assistant, CEO position is a traditional position in the CEO's office, pre-dating the creation of DCEOs.

Ms. Mattera will report direct to the Chief Deputy, Chief Executive Officer and will be responsible for leading, coordinating, monitoring, and evaluating processes, activities and services of the Public Safety Cluster. This includes implementation of Board directed policies and County programmatic goals of the cluster which consists of the direct oversight and management of all financial, personnel, operational and programmatic functions; ensuring the integration of County services and the optimal use of resources; and the continuous improvement of the County's organization and operational processes.

"To Enrich Lives Through Effective And Caring Service"

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Ms. Mattera has more than 20 years of experience in City government, demonstrating extensive experience as an administrator over budgeting, revenue generation, contracts, grants, capital projects and formulating policy. In her most recent assignment as Fire Administrator for the City of Los Angeles Fire Department (LAFD), Ms. Mattera serves as the senior advisor to the Fire Chief while managing a staff of 200 civilian and sworn members. With her direct knowledge of public safety and utilization of strategic methodologies, Ms. Mattera successfully developed and implemented LAFD's \$505 annual operating budget. Despite cuts totaling \$96 million, Ms. Material delivered a balanced budget while protecting critical public safety services.

In Ms. Mattera's prior assignments with the City, she was responsible for overseeing the development and implementation of capital and operating budgets ranging from \$12 million to \$900 million. Ms. Mattera's breadth of budgeting knowledge has resulted in accomplishments such as a 98 percent success rate on the restoration of budget cuts to the LAFD totaling over \$50 million and having generated an additional \$1.1 million in revenue for the LAFD by streamlining the ways fees are implemented.

Ms. Matera earned a Bachelor of Science degree and Masters Degree in Public Policy Administration from California State University, Long Beach.

In accordance with the policy on managerial salaries, unless we are informed otherwise by December 20, 2011, we will proceed with this appointment.

WTF:SW:gla